



Staff Tool/Equipment Training

This document serves as a list of the tools and equipment a new staff member should be familiarized with on their first day. For each item listed, a supervisor should:

- Show where the item is kept in the shop
- Explain the circumstances in which the staff member would need to use the item
- Explain any Wirtz-specific safety notes about the item
- Explain how to do a pre-use check on the item, how to tell if it is damaged or unfit for use, and what to do if it is damaged
- If necessary, give a demonstration of how to use the item
- If necessary, have the staff member use the item; correct any mistakes, and repeat until they have demonstrated proficiency

Employee Name: _____

First Day Training Date: _____

Employee Signature: _____

Supervisor Name: _____

Supervisor Signature: _____

		Proficient?	Comments
Personal Protective Equipment	Safety Glasses	<input type="checkbox"/>	
	Ear plugs/earmuffs	<input type="checkbox"/>	
	Dust masks	<input type="checkbox"/>	
	Respirators	<input type="checkbox"/>	
	Gloves – nitrile, work, chemical resistant	<input type="checkbox"/>	
	Knee pads	<input type="checkbox"/>	
	Hard hats	<input type="checkbox"/>	
	Aprons – paint, chemical resistant	<input type="checkbox"/>	
Powered Hand Tools	Brad nailer (18 ga.)	<input type="checkbox"/>	
	Finish nailer (16 ga.)	<input type="checkbox"/>	
	Narrow crown stapler	<input type="checkbox"/>	
	Medium crown stapler	<input type="checkbox"/>	
	T-nailer	<input type="checkbox"/>	
	Framing nailer	<input type="checkbox"/>	
	Pneumatic T50 stapler	<input type="checkbox"/>	



	Corrugated fastener gun	<input type="checkbox"/>	
	Drills	<input type="checkbox"/>	
	Impact drivers	<input type="checkbox"/>	
	Hole saw	<input type="checkbox"/>	
	Circular saws	<input type="checkbox"/>	
	Jig saws	<input type="checkbox"/>	
	Angle grinders	<input type="checkbox"/>	
	Portable band saw	<input type="checkbox"/>	
	Routers/laminate trimmers	<input type="checkbox"/>	
	Reciprocating saw	<input type="checkbox"/>	
	Powered hand planer	<input type="checkbox"/>	
	Oscillating tool	<input type="checkbox"/>	
	Corded drills	<input type="checkbox"/>	
	Air nozzles/splitters	<input type="checkbox"/>	
	Air ratchet	<input type="checkbox"/>	
	Die grinder	<input type="checkbox"/>	
	Biscuit joiner	<input type="checkbox"/>	
	Sander	<input type="checkbox"/>	
	Hand belt sander	<input type="checkbox"/>	
	Airless paint sprayer	<input type="checkbox"/>	
HVLP spray gun	<input type="checkbox"/>		
Stationary Saws	Radial arm saw	<input type="checkbox"/>	
	Dado saw	<input type="checkbox"/>	
	Chop/miter saws	<input type="checkbox"/>	
	Table saw	<input type="checkbox"/>	
	Panel saw	<input type="checkbox"/>	
	Small band saw	<input type="checkbox"/>	
	Large band saw	<input type="checkbox"/>	
	Cold saw	<input type="checkbox"/>	
	Metal band saw	<input type="checkbox"/>	
Stationary Power Tools	Drill press	<input type="checkbox"/>	
	Router table	<input type="checkbox"/>	
	Planers	<input type="checkbox"/>	



	Belt sander/disk sander	<input type="checkbox"/>	
	Spindle sander	<input type="checkbox"/>	
	Scroll saw	<input type="checkbox"/>	
	Bench grinders	<input type="checkbox"/>	
	Jointer	<input type="checkbox"/>	
	Hossfeld bender	<input type="checkbox"/>	
	Roll bender	<input type="checkbox"/>	
	Pipe bender	<input type="checkbox"/>	
	Hydraulic press	<input type="checkbox"/>	
	Power pipe threader	<input type="checkbox"/>	
	Welders	<input type="checkbox"/>	
	Plasma cutter	<input type="checkbox"/>	
	Wood lathe	<input type="checkbox"/>	
	Metal lathe	<input type="checkbox"/>	
	Mill	<input type="checkbox"/>	
	CNC router	<input type="checkbox"/>	
	Laser cutter	<input type="checkbox"/>	
	3D printer	<input type="checkbox"/>	
	Sewing machines	<input type="checkbox"/>	
	Grommet machine	<input type="checkbox"/>	
Other	Tool manuals	<input type="checkbox"/>	
	First Aid stations	<input type="checkbox"/>	
	Eyewash stations	<input type="checkbox"/>	
	Sharps disposal	<input type="checkbox"/>	
	Fire extinguishers	<input type="checkbox"/>	
	Lockout/tagout supplies	<input type="checkbox"/>	
	Health and Safety Manual	<input type="checkbox"/>	
	Right-to-Know station	<input type="checkbox"/>	
	Evacuation routes	<input type="checkbox"/>	
	Soft goods storage/inventory	<input type="checkbox"/>	
	Roll door	<input type="checkbox"/>	
	Dust collector	<input type="checkbox"/>	
Welding vent hood	<input type="checkbox"/>		



**Northwestern
University**
Virginia Wadsworth Wirtz
Center for the Performing Arts

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	Spray area	<input type="checkbox"/>	
	Fume exhaust collectors	<input type="checkbox"/>	
	Air hoses and ports	<input type="checkbox"/>	
	Extension cords and outlets	<input type="checkbox"/>	
	Ladders and ladder storage	<input type="checkbox"/>	
	Brooms and dustpans	<input type="checkbox"/>	
	Carts	<input type="checkbox"/>	
	Pallet jacks	<input type="checkbox"/>	
	Cable-making equipment – swager, go/no-go gauge, etc.	<input type="checkbox"/>	
	Other rigging supplies	<input type="checkbox"/>	